

SALESPERSON RENEWAL APPLICATION

RE 209 (Rev. 6/09)

DRE RECEIVED DATE

NOTE — Read pages 3–4 (general instructions, renewal info., mailing address, etc.) before completing this application.

To AVOID PENALTY — Renew on or before current license expiration date.

1. LICENSE I.D. NUMBER

2. RENEWAL STATUS (check appropriate box)

☐ ON TIME

☐ LATE

RENEWAL FEE

ON TIME FEE

LATE FEE

CURRENT EXP. DATE

2-YR LATE RENEWAL ENDS

COMMENT

3. **License Changes** — Changes indicated will be effective the date the application is received by DRE, if this application is filed before the current license expiration date.

☐ Change of Personal Name

☐ Change of Mailing Address

☐ Change of Broker

4. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU BEEN CONVICTED OF A MISDEMEANOR OR FELONY? **CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 MUST BE DISCLOSED. HOWEVER, YOU MAY OMIT TRAFFIC CITATIONS WHICH DO NOT CONSTITUTE A MISDEMEANOR OR FELONY.**

☐ YES

☐ NO

5. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME?

☐ YES

☐ NO

IF YES TO EITHER ITEM 4 OR 5, COMPLETE ITEM 17 ON PAGE 2.

6. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA OR ANY OTHER STATE?

☐ YES

☐ NO

7. ARE THERE ANY LICENSE DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS OR PROFESSIONAL LICENSE YOU HOLD AT THIS TIME?

☐ YES

☐ NO

IF YES, TO EITHER ITEM 6 OR 7, COMPLETE ITEM 18 ON PAGE 2.

8. DO YOU RESIDE IN CALIFORNIA?

☐ YES

☐ NO

IF NO, A CONSENT TO SERVICE OF PROCESS (RE 234) MUST BE ON FILE WITH DRE.

9. ON RENEWAL DATE, WILL YOU BE ENGAGED IN REAL ESTATE ACTIVITIES FOR WHICH A CALIFORNIA REAL ESTATE LICENSE IS REQUIRED?

☐ YES

☐ NO

IF YES, BROKER MUST SIGN AND COMPLETE BROKER INFORMATION ON PAGE 2.

10. NAME – LAST

FIRST

MIDDLE

11. NEW PERSONAL NAME (see page 3) – LAST

FIRST

MIDDLE

12. MAILING ADDRESS – STREET ADDRESS OR POST OFFICE BOX (Do not leave blank.)

CITY

STATE

ZIP CODE

13. BIRTH DATE (Month/Day/Year)

14. BUSINESS TELEPHONE (Include area code)

15. RESIDENCE TELEPHONE (Include area code)

Salesperson Certification

I certify under penalty of perjury that the answers and statements given in this application are true and correct and that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a real estate licensee. I understand that if I fail to qualify for renewal for any reason or withdraw this application the Department of Real Estate cannot refund the fees remitted with this application.

16. SIGNATURE OF SALESPERSON

DATE

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FOR DRE USE ONLY

PROCESSOR NUMBER AND DATE PROCESSED

LICENSE EFFECTIVE DATE

LICENSE EXPIRATION DATE

COMMENTS/FORM LETTERS

VIOLATIONS

NOTE: Attach this sheet to renewal application before mailing/delivering to DRE.

SALESPERSON IDENTIFICATION NUMBER

CONVICTION DETAILS

"Convicted" as used in Item 4 includes a verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (i.e., "no contest"), or a forfeiture of bail in the courts (including military courts) of any state, commonwealth, possession or country. Convictions within the six-year period prior to filing this application must be disclosed, even if the plea or verdict was set aside, the conviction dismissed or expunged, or you have been pardoned.

17. DETAILED EXPLANATION OF ITEM 4 AND/OR 5.

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.

ATTACHMENTS FOR ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT AND EMPLOYING BROKER, IF APPLICABLE.**

* CODE SECTION VIOLATED (i.e., 1014, 484, ETC.)

** CODE VIOLATED (i.e., U.S. CODE, PENAL CODE, ETC.)

*** DISPOSITION (i.e., PROBATION, PAROLE, FINE, LENGTH OF TERM, etc.)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVICTION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
Example: Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
17A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
17B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

18. DETAILED EXPLANATION OF ITEM 6 AND/OR 7. IF NEEDED, EXPLANATION MAY BE PROVIDED BELOW.

18A. TYPE OF LICENSE	18B. LICENSE ID NO.	18C. LICENSE EXPIRATION DATE	18D. STATE
18E. ACTION (revoked, etc.)	18F. DATE OF ACTION	18G. DATE ACTION TERMINATED	18H. CODE SECTION VIOLATED

ADDITIONAL INFORMATION: SPECIFY AREAS YOU ARE REFERRING TO.

19. SIGNATURE OF SALESPERSON, IF ITEM 17 OR 18 ABOVE IS COMPLETED

DATE

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EMPLOYING BROKER INFORMATION

20. BROKER OR CORPORATION ID NUMBER	21. BROKER OR CORPORATION NAME (PRINT AS IT APPEARS ON LICENSE CERTIFICATE; NO DBA'S.)
22. BUSINESS TELEPHONE NUMBER (Include area code)	
23. RESIDENCE TELEPHONE NUMBER (Include area code)	
24. BROKER OR CORPORATION MAIN OFFICE ADDRESS — STREET ADDRESS, CITY, ZIP CODE	

Broker Certification

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation. I certify that this salesperson is employed by me and there is a written agreement on file in my office in compliance with Section 2726 of the Regulations of the Real Estate Commissioner. (Refer to page 4.)

25. SIGNATURE OF BROKER OR LICENSED OFFICER

DATE

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26. PRINTED NAME OF SIGNER ON LINE #25.

INSTRUCTIONS AND GENERAL INFORMATION

General Information

- ✓ **eLicensing** — Use **eLicensing** for expedited processing of your renewal. It's easy, paperless and interactive. Renewal information is posted immediately on DRE's public information.

Licensees can perform the following transactions using the **eLicensing** system at **www.dre.ca.gov**:

- Broker and salesperson renewals
 - Duplicate license requests (broker, salesperson, officer and branch)
 - Salesperson additions/changes of employing broker
 - Broker discontinuation of salesperson employment
 - Mailing address changes
 - Broker main office address addition/changes
 - Automated fee payment and processing
- ✓ Type or print clearly in black or blue ink (*do not use red*).
 - ✓ If you **will be** employed in real estate for which a license is required, complete lines 1–26.
 - ✓ If you **will not** be employed in real estate for which a license is required, complete lines 1–16; leave 20–26 blank.
 - ✓ Acronyms or form numbers used in the following instructions:

B&P	Business & Professions Code
RE 205	State Public Benefits Statement
RE 206	Exam & Licensing Fees
RE 209	Salesperson Renewal Application
RE 251	Continuing Education Course Verification
RE 909	Credit Card Payment
 - ✓ Failure to correctly complete the application, including the conviction information, will result in processing and issuance delays.
 - ✓ Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
 - ✓ If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Change of Personal Name

Fill in full new name. Attach verification of name change (*i.e., legible copy of drivers license, marriage certificate, court order, etc.*). Sign this form with your new name.

On-Time Renewal

RE 209, 251, and appropriate fee must be submitted to DRE on or before expiration date to be considered on-time and avoid lapse of license rights. Applicants who file prior to their expiration date should receive their license certificate on or after the expiration date. Applications for renewal should not be submitted more than 90 days prior to the expiration date. **Pursuant to Section 10156.2 of the Business and Professions (B&P) Code, eligible renewal**

applicants who submit an application, together with the proper fee, and good faith evidence of completing the continuing education requirement, prior to their license expiration date may continue operating under their existing license until such time as they are notified otherwise by the Department. Such notices sent by the Department will take effect five days after the date they are mailed.

Late Renewal

All licensees holding an unconditional license (*not suspended*) are allowed two years beyond the license expiration date to renew on a late basis. RE 209, RE 251 and appropriate fee must be received by DRE within two years of the expiration date. **While the license is expired no activities requiring a license may be performed.** A late renewal will not be effective until all requirements have been met, received and processed by DRE. **Failure to submit proper late renewal requirements within two years from license expiration date will result in forfeiture of renewal rights.** Late renewal applications will be subject to all education and fee requirements effective at time the license application is filed.

Conditionally suspended licensees are not eligible for late renewal privileges per Section 10154 of the B&P Code.

Continuing Education (CE)

Licensees must complete approved continuing education courses, seminars, or conferences within the four year period immediately prior to their license renewal. **Please review the current specific continuing education course requirements on the Continuing Education Course Verification Form (RE 251).** Evidence of the completed education must be presented on that form and submitted with the renewal application and appropriate renewal fee.

Note: Continuing education course credit expires four years from the course completion date.

Failure to submit evidence of having completed your required continuing education will result in your renewal being denied.

DO NOT submit CE course completion certificates.

Conditionally Suspended Licensees — In order to renew, salesperson licensees who hold a conditionally **suspended** license must submit transcripts showing completion of two specified college-level courses listed in Section 10153.4 B&P as well as RE 251 showing completion of the CE courses of ethics, agency, fair housing, and trust fund handling. For renewals effective on or after July 1, 2007, a course in risk management is also required. Refer to RE 251 for further information. **Conditionally suspended licensees are not eligible for late renewal privileges per Section 10154 B&P. Therefore, all requirements must be met and submitted to the Department no later than the four year expiration date of the license.** If all requirements are not submitted to the Department by that date you will be required to REQUALIFY through the examination process before again becoming licensed in real estate.

Exemption from continuing education — Only applies to individuals who have been licensed in good standing for 30 continuous years in California and who are at least 70 years old. (Section 10170.8 B&P Code.)

Items to be Submitted

- **Salesperson Renewal Application (RE 209)**
- **Continuing Education Course Verification (RE 251)**
- **Proper fee**
- **If conditionally suspended, submit transcripts of two statutory college-level courses, as indicated above.**

The documents and fee may be submitted in person at any District Office or mailed to the Sacramento office. Timely submittal of the renewal requirements is determined by the official U.S. Postal Service postmark. Business office meter-stamp dates are not acceptable as evidence of a timely submittal.

Fees & Mailing Information

Fees — Refer to Exam & Licensing Fees (RE 206) for current fees. Please keep in mind that fees are subject to change. All fees are nonrefundable per B&P Code 10207.

Acceptable payment methods — cashiers' check, money order, check or credit card.

- Make check or money order payable to:
Department of Real Estate
- Credit card payments must be submitted with a Credit Card Payment (RE 909) form.

Mail to — Department of Real Estate
P.O. Box 187003
Sacramento, CA 95818-7003

Broker-Salesman Relationships Agreement

(Commissioner's Regulation 2726)

Note: *The Department of Real Estate does not provide contract or agreement forms required by the following regulation.*

"Every real estate broker shall have a written agreement with each of his salesmen, whether licensed as a salesman or as a broker under a broker-salesman arrangement. The agreement shall be dated and signed by the parties and shall cover material aspects of the relationship between the parties, including supervision of the licensed activities, duties and compensation.

Signed copies of the agreement shall be retained by the parties thereto for a period of three (3) years from the date of termination of the agreement. The agreement shall be available for inspection by the Commissioner or his designated representative on request."

Proof of Legal Presence

Effective August 1, 1998, all real estate salesperson, broker, officer, and mineral, oil and gas broker licensees, must submit proof that they have legal presence in the United States before a renewal license can be issued. A proof of legal presence document (i.e. birth certificate, resident alien card, etc.) must be submitted by renewal applicants with a State Public Benefits Statement (RE 205). Please refer to that form for further instructions and information.

If you have submitted proof of citizenship, or permanent resident alien status, since August 1, 1998, you will not be required to submit that information again. If you have only submitted evidence that you are a resident alien with temporary status, you must submit proof of legal presence with this application.

Notice of Appeal Process

The Department of Real Estate has established time periods for the processing of permit applicants as required by the Permit Reform Act (Government Code Section 15374 et seq.). These time periods are set forth in the regulations of the Department of Real Estate at Regulation 2709, Chapter 6, of Title 10, of the California Code of Regulations. Failure to comply with these time periods may be appealed to the Secretary of the Business, Transportation, and Housing Agency, 801 K Street, Suite 1918, Sacramento CA 95814-3520, pursuant to the regulations of the Secretary set forth in Chapter 6 (commencing with Section 7600) of Title 21 of the California Code of Regulations. Under certain circumstances, the Secretary may require the Department of Real Estate to reimburse the applicant for the filing fees paid in connection with the application. This notice applies to real estate salesperson renewal applications which are filed on a late basis only.

Privacy Notice

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.*

Department of Real Estate
2201 Broadway
Sacramento, CA 95818

Managing Deputy Commissioner IV
Licensing, Exam., & Education Division
Telephone: 877-373-4542

General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate licensee applicant to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. Your social security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax enforcement purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business and mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).

DRF Use Only

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INSTRUCTIONS

- Read this information before completing this form.
- Type or print clearly in ink.
- Complete all information requested, including signature.
- **If renewing by mail, submit this form with the appropriate renewal application and renewal fee no earlier than 3 months prior to license expiration date. You may also submit this information and renewal application online at www.dre.ca.gov.**
- If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

COURSE CATEGORIES & MANDATORY HOURS

- Do not confuse *continuing education* courses with *statutory* courses. Statutory courses are required for real estate examination qualification.
- Renewing licensees must complete and submit a Continuing Education Course Verification (RE 251) reflecting the appropriate hours of approved CE:

Real Estate Salespersons Who Qualified by Passing the Examination and Submitted a License Application Prior to October 1, 2007 (First Renewal Only)

Must complete:

- A three-hour course in *Ethics*
- A three-hour course in *Agency*
- A three-hour course in *Fair Housing*
- A three-hour course in *Trust Fund Handling*
- A three-hour course in *Risk Management*

Real Estate Salespersons Who Qualified by Passing the Examination and/or Submitted a License Application on or after October 1, 2007 and Real Estate Brokers (First Renewal Only)

Must complete a total of 45 clock-hours of approved continuing education courses which includes:

- Five separate three-hour courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management*;
- A minimum of 18 clock hours of *consumer protection* courses; and
- The remaining clock hours required to complete the 45

hours of continuing education may be related to either *consumer service* or *consumer protection* courses.

Real Estate Salespersons and Brokers Subsequent Renewals

Must complete a total of 45 hours of approved continuing education courses which includes:

- **EITHER** 12 hours of continuing education courses in the following subjects: *Ethics, Agency, Fair Housing, and Trust Fund Handling* **OR** one six-hour survey course covering the four mandatory course subjects (*Ethics, Agency, Fair Housing* and *Trust Fund Handling*);
- A three-hour course in *Risk Management*;
- At least 18 hours of *consumer protection* courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either *consumer service* or *consumer protection* courses.

Real Estate Salesperson and Brokers Subsequent Renewals on or after July 1, 2011

Must complete a total of 45 hours of approved continuing education courses which includes:

- **EITHER** 15 hours of continuing education courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management* **OR** one eight-hour survey course covering the five mandatory course subjects (*Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management*);
- At least 18 clock hours of *consumer protection* courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either *consumer service* or *consumer protection* courses.

CE GENERAL INFORMATION

Conditionally Suspended Salesperson

In order to renew, salesperson licensees who hold a conditionally *suspended* license must submit a transcript showing completion of two college-level statutory courses as specified in Section 10153.4(a) B&P, as well as a completed RE 251 showing completion of the CE courses *Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management*. Conditionally suspended salesperson licensees are not eligible for late renewal privileges per Section 10154 B&P. Therefore, all requirements must be met and submitted

to the Department no later than the four-year expiration date of the license. **If all requirements are not submitted to the Department by that date, you will be required to RE-QUALIFY through the examination process before you can again become licensed in real estate.**

Courses Valid for Four Years

All continuing education course offerings attended must be completed within the four-year period immediately preceding the effective date of renewal. This is normally the day after the expiration date for an on-time renewal. All licensees are allowed two years beyond the expiration date of their license to renew on a late basis by meeting the renewal requirements in effect at that time. *In this case, all course offerings must be completed within the four-year period immediately preceding the date the application is received by the Department.*

CE course credit expires four years from the course completion date; therefore, courses completed as part of a prior renewal requirement *cannot* be applied to a current renewal application.

Corporation Officer License

A currently licensed individual broker is not required to provide evidence of completion of 45 hours of CE to renew a corporation officer license or apply for a new corporation officer license. However, a person who is licensed only as a corporation officer must submit evidence of completion of CE requirements to a) renew the existing license, b) apply for a new corporation officer license, or c) apply for an individual broker license.

Certificates of Completion

The Certificate of Completion provided by the course sponsor, upon successful completion of the course, will include: an 8-digit certificate number, designated category, date completed, course hours, and the course title. If the certificate does not contain a valid 8-digit number, contact the course sponsor to obtain the correct number.

- *Do not contact the Department of Real Estate regarding certificate numbers.*
- *Do not send CE certificates of attendance to the Department unless specifically requested to do so. (CE certificates should be retained by the licensee for a period of four years or until the renewal process has been successfully completed.)*